

**Idaho State Department of
Agriculture
Noxious Weeds Cost Share
Program
Handbook
2009**

(Revised October 8, 2008)

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NOTICE TO ALL COST SHARE PROGRAM APPLICANTS

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION FOR COST SHARE PROGRAM APPLICATIONS DUE DECEMBER 31, 2008:

For Cost Share Program applications due December 31, 2008, please do not include any priorities or projects dealing with the eradication, control, monitoring, mapping, education or other emphases involving Eurasian Watermilfoil; these projects will need to be applied for separately under the Eurasian Watermilfoil Program through the Idaho State Department of Agriculture. This will allow a more equitable distribution of funds related specifically to the terrestrial weed program.

ISDA is providing two line item budget forms for this cost share year. Expenses related to education and awareness must be listed on Exhibit 5, Line Item Budget Form – Education/Awareness Activities. All other expenses will be listed on Exhibit 4, Line Item Budget Form – State and Federal Funding.

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CHANGES TO THE COST SHARE HANDBOOK AND APPLICATION PROCESS – WHAT’S NEW

In response to input received from various Cost Share Program participants throughout the year, from input and discussion by the Cost Share Application Review Committee, and in an effort to simplify the cost share process and yet maintain financial accountability, following are the most significant changes to the ISDA Cost Share Program Handbook, revised October 8, 2008.

APPLICATION PACKET CHANGES

- The application process has been streamlined. The Idaho State Department of Agriculture (ISDA) attempted to reduce the number of exhibits contained in the application packets.
- There is now one Application Part A form for all types of applicants. In the past, ISDA provided separate Application Part A forms for CWMA and Statewide Weed Management Area applicants.
- Part A no longer requests information regarding program budgeting. This alleviates the need to coordinate budget amounts between the Part A form and the line item budget form.
- Part A now contains a section regarding steering committee member and contributor lists. In the past, steering committee member and contributor lists were separate application exhibits.
- Part A now includes a section with questions regarding chemical storage facilities. In the past, this information was to be included as a part of the Annual Operating Plan.
- Part A now requests gross infested acreage information for each of the 57 noxious weeds. These numbers would be an estimate of the population for the entire CWMA. This information does not replace the mapping data requirement.
- CWMA Applicants must submit a copy of the most recent version of their Memorandum of Understanding or Cooperative Agreement with this year’s application packet.

LINE ITEM BUDGET FORMS

- ISDA now requires applicants to separate expenses for education and awareness activities from other expenses. Two separate line item budget forms are provided (Exhibits 4 and 5).
- ISDA will separate allowable expenses by funding source, providing a disbursement agreement for each separate set of funding. Expenditures and match for each set of funding must be tracked and reported separately again in 2009 as well.
- Columns in the line item budget form will match the ledger form to make reporting easier for participants.

ANNUAL OPERATING PLAN

- The annual operating plan (AOP) is shortened to make project review faster. The AOP will be limited to four pages. Applicants requesting funds for education and awareness activities are required to submit an additional one page explanation of those activities.
- Supporting documentation may be included for the review process if desired.
- ISDA asks a different set of questions from previous years. ISDA hopes to receive concise AOPs that provide the information needed to monitor the program.
- The AOP no longer requires a list of capital purchases, as this information will be included on the line item budget forms.

MAP AND WRITTEN BOUNDARY DESCRIPTION

- Applicants must submit a general map and written boundary description even if boundaries did not change in 2008. The map must include CWMA area boundaries.
- ISDA must be notified of potential boundary changes.

MAPPING DATA

- ISDA collects mapping data electronically. Stephen Cox, GIS Analyst, is available at (208) 332-8529 or scox@agri.idaho.gov to assist participants with data collection questions. The information requested in the application does not replace mapping data requirements for CWMAAs.

STATEWIDE WEED MANAGEMENT PROJECTS

- The definition of Statewide Weed Management Project has changed. Projects that qualify for funding must provide education opportunities related to weed management statewide or be designed to accomplish the goals in *Idaho's Strategic Plan for Managing Noxious and Invasive Weeds*.

ALLOWABLE AND UNALLOWABLE EXPENSES

- ISDA will separate allowable expenses by funding sources.
- Expenditures and match for each set of funding must be tracked and reported separately again. This allows ISDA to monitor progress accurately.
- Expenses must be listed in both the AOP (as a list of resources) and the line item budget (for budgeting purposes).
- Participants must follow specific requirements for spending cost share program funds.
- ISDA will no longer consider printing or publication of regional noxious weed booklets or calendars as an allowable expense. Similarly, expenses such as essay contest cash awards, prizes, t-shirts, water bottles, or other such items are no longer allowable expenses.
- Meals and refreshments will no longer be allowable expenses.

APPLICATION REVIEW PROCESS

- The review committee membership structure will remain the same.
- Review committee members will review each AOP and line item budget submitted and provide recommendations to ISDA regarding funding.
- ISDA's Director will review the recommendations and have final approval authority for all line items.
- Applicants will have the opportunity to provide a 15-minute presentation to review committee members during the review process.
- Any application that is submitted incomplete will not be reviewed until complete.
- A 1% reduction in total approved funding will apply for each calendar day the application or any component of the application is delinquent.
- Applications delinquent for longer than five days will be reviewed by a designee assigned by the Director, rather than the review committee.

HOW TO AMEND A COST SHARE BUDGET

- The grant amendment process is simplified for 2009. Amendment requests will now fall into two categories: requests of less than 10% of total approved budget and requests of 10% or more of total approved budget. Requests of 10% or more require a new annual operating plan in addition to a grant amendment request (Exhibit 11).
- Amounts listed in the line item budget will be the maximum amount reimbursable through the Noxious Weed Cost Share Program. Once an application is approved, a grant amendment request must be submitted and approved before budget amounts can be increased or before expenditures for resources can be added to the budget.
- All budget changes will result in an amendment to the participant's disbursement agreement. This process will take several days to complete.

RETURNING UNSPENT FUNDS AT THE END OF THE COST SHARE YEAR

- Carryover will no longer be permitted from one cost share year to the next. ISDA began phasing out carryover during the 2008 cost share year. Beginning in 2009, carryover will no longer be allowed.

END OF YEAR REPORT

- The end of year report questions are different for this cost share year. The questions in the End of Year Report match the data requested in the AOP. This should allow ISDA to track progress on participant's measurable outcomes throughout the grant cycle.

FINANCIAL LEDGER (EXHIBIT 15)

- The ledger column names now match the line item budget forms. Payments to vendors are entered using the vendor name, line item description (as listed on the approved line item budget form), and priority.

MATCH SUMMARY (EXHIBIT 16)

- The name of the form has changed from "Contribution In-Kind Match Summary" to "Match Summary".
- ISDA has clarified that contributions are listed by agency or organization. The contact listed will be the name of the person who maintains records of match for the organization.
- ISDA resources and staff still cannot be counted as match.
- Tribes and universities will be listed as "other" for the purposes of match.
- There are now specific requirements for qualifying refreshments and meals as match.

ADMINISTRATIVE FEES

- The term "administrative fee" replaces the term "RC&D fee" in the text and glossary of the 2009 Cost Share Handbook. The administrative fee is no longer referred to as an "RC&D administrative fee," as entities other than Resource Conservation and Development Councils may collect the fee, if approved in the AOP and appropriate line item budget form.

GLOSSARY

- There were minor changes to the glossary's format.
- The term "Full Time Equivalent" was removed from the glossary.
- New terms were added to the glossary.

- End of Changes to 2009 Cost Share Handbook –

GUIDELINE 1: THE APPLICATION PROCESS

I. WHAT IS A COMPLETE APPLICATION?

Both a hard copy and electronic copy of the following documents **must** accompany each grant application, with the exception of mapping data. Mapping data must be submitted in electronic format. Electronic copies may be submitted by email to weeds@agri.idaho.gov or by a disk included in the application packet sent to ISDA.

A. COOPERATIVE WEED MANAGEMENT AREA (CWMA) APPLICANTS

Completed application must include the following documents, submitted in this order:

1. CWMA Application checklist (Exhibit 1)
2. Application Part A (Exhibit 3)
3. Application Part B (Exhibit 3)
4. Line Item Budget Form – State and Federal Funding (Exhibit 4) (if applicable)
5. Line Item Budget – Education/Awareness Activities (Exhibit 5) (if applicable)
6. Annual Operating Plan (See Exhibit 6)
7. Strategic Weed Management Plan (Exhibit 7)
8. Current map of entire CWMA and written boundary description
9. Most recent version of the Memorandum of Understanding or Cooperative Agreement

In addition, **ALL applicants who received funding in the previous year** must submit the following:

10. End-of-Year Report (See Exhibit 14)
11. Financial Ledger (Exhibit 15) and Match Summary (Exhibit 16)
12. Check for remaining funds from previous year (if applicable)
13. Mapping data

B. STATEWIDE WEED MANAGEMENT PROJECT (SWMP) APPLICANTS

Projects that qualify as Statewide Weed Management Projects must provide education opportunities related to weed management on a statewide scale or be specifically designed to accomplish the goals outlined in *Idaho's Strategic Plan for Managing Noxious and Invasive Weeds* with statewide emphasis.

Completed application must include the following documents, submitted in this order:

1. Application checklist (Exhibit 2)
2. Application Part A (Exhibit 3)
3. Application Part B (Exhibit 3)
4. Line Item Budget Form – State and Federal Funding (Exhibit 4) (if applicable)
5. Line Item Budget Form – Education/Awareness Activities (Exhibit 5) (if applicable)
6. Annual Operating Plan (See Exhibit 6)
7. Long-Range Implementation Plan
8. Summary of Measurable Benefits related to the focus of the *Idaho's Strategic Plan for Managing Noxious and Invasive Weeds*
9. Current map of entire SWMP and written description of the project area

In addition, **ALL applicants who received funding in the previous year** must submit the following:

10. End of Year Report (See Exhibit 14)
11. Check for remaining funds from previous year (if applicable)
12. Financial Ledger (Exhibit 15) and Match Summary (Exhibit 16)
13. Mapping data (optional)

II. WHERE TO SUBMIT A COST SHARE REQUEST APPLICATION

A hard copy of the application must be mailed or delivered to the address below by the deadline specified on the application, along with an electronic version of all application documents copied to CD or emailed to weeds@agri.idaho.gov.

Idaho State Department of Agriculture
Noxious Weeds Cost Share Program
P.O. Box 790
2270 Old Penitentiary Rd
Boise, ID 83701

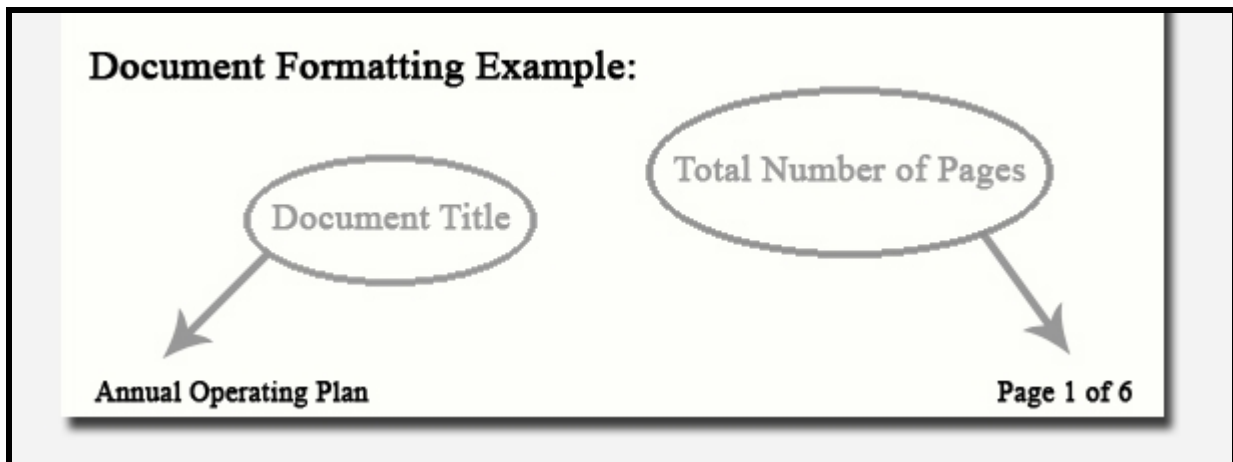
NOTE: FAXED Cost Share Request applications will not be accepted.

For specific questions, refer to the ISDA Noxious Weed Cost Share Web page (<http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>) or contact ISDA by phone at (208) 332-8528 or by email at weeds@agri.idaho.gov.

III. HOW TO COMPLETE THE APPLICATION

A. DOCUMENT FORMATTING

All application documents must contain a footer at the **bottom** of each page indicating document title, page number, and total number of pages.



B. APPLICATION PROCEDURES

The submission of a Noxious Weed Cost Share Application requires the involvement of all CWMA Steering Committee Members, a Grant Administrator (such as a Resource Conservation and Development Council (RC&D) or the county clerk's office), and the County Commissioners. Approval to submit a proposal must be secured by signature of the County Commissioner(s) or Authorized Certifying Official(s) on Part B of the application.

Applications should be completed using the electronic Excel spreadsheet (Application Part A and Part B) and list of exhibits provided by ISDA (application documents can be downloaded from the website (<http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>)). Please read and make sure you understand the conditions that are summarized on the application and in the *Cost Share Handbook* prior to submitting an application. **NOTE: To be approved by ISDA, all applications must demonstrate the ability to meet the minimum 1:1 match (one dollar received from ISDA, matched with one dollar contribution of cash, volunteer time, and/or use of vehicles or equipment).**

C. COMPLETING THE APPLICATION PART A (EXHIBIT 3)

Section A. CWMA/SWMP Information. Complete These Items:

CWMA/SWMP Name - Enter the Name of the Cooperative Weed Management Area or Statewide Weed Management Project.

Date of Application – Enter the date that the application is completed.

Name of Applicant – Enter the name of the Cooperative Weed Management Area (CWMA), University, Taskforce Group, or other entity making the cost share request.

CWMA/SWMP Contact Name – Enter the name of the Chairperson or Lead for the Project who will be able to respond to inquiries from ISDA staff and others about the application or project.

Contact Phone # – Enter the phone number of the Contact Person.

Contact E-Mail Address – Provide the e-mail address of the Contact Person.

Contact Mailing Address – Provide the mailing address of the Contact Person.

Financial Recipient Name – Enter the name of the organization that will receive and manage the grant funds (for example, a county, RC&D, or one of the organizations participating in a CWMA).

Financial Recipient Phone # – Enter the phone number of the Recipient organization.

Financial Recipient E-Mail Address – Enter the e-mail address of the Recipient organization.

Financial Recipient Mailing Address – Enter the mailing address of the Recipient organization.

Financial Recipient Federal ID # – Provide the federal identification number of the Recipient organization.

Section B. Estimated AOP Activity Summary – This should be a summary of the estimated AOP activities or measurable results, including: estimated number of acres that will be treated using chemical, mechanical or bio-control methods; estimated number of acres that will be mapped/inventoried; estimated number of acres that will be revegetated; estimated number of acres of Early Detection/Rapid Response; and estimated number of public contacts that will be made. Public contacts can be the number of brochures mailed, number of persons attending a workshop, etc.

Section C. Chemical Storage - This information is necessary to ensure that a proper chain of custody and accountability is maintained for all chemicals purchased with grant funds.

1. Describe your chemical storage facility.

a. Please indicate whether or not your chemical storage facility is regularly locked when unattended and posted with proper warning signs.

b. Please provide the names and titles of those who have access to your chemical storage facility.

c. Please indicate whether or not you maintain a log of items received, used or distributed.

2. Please list anticipated chemical purchases (herbicides, surfactants and dyes) for the cost share year. Add rows if needed. Only include information on purchases that will be made with grant funds.

Section D. CWMA/SWMP Steering Committee List - Please provide a list of all steering committee members, their titles and contact information. Add rows if needed.

Section E. CWMA/SWMP Contributor's List - Please provide a list of all contributors. Do not include contributions originating from ISDA funds or ISDA personnel in this section. This information is needed to track match and in-kind contributions and verify interagency participation. Your contact is the person who keeps information needed to verify contributions.

Section F. Gross Infested Acres - Please estimate the gross acres, percent of gross acres infested, and the average density of each weed species that is found in your CWMA. Please note: this is not an estimate of the population by county; it is an estimate for the entire CWMA. This data is not a substitute or replacement of the mapping data that each CWMA must submit annually. This is an additional measurement for our records.

Gross Acres

Definition: This field is intended to show general population information. It is the area of land occupied by a weed species. The acres are defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The gross acres may contain significant parcels of land that are not occupied by the weed species. Gross acres are generally used in describing large infestations. This perimeter can be any size.

Percent (%) of Gross Acres Infested

Definition: An estimation of the actual infested acres within the defined gross acres perimeter, represented by percent (%).

Average Density of Each Weed Species (Measured by %)

Definition: This is the density of the actual weed infestation, coverclass, or canopy density. This is represented in the form of a percent (%). Tracking this allows ISDA to monitor any increase or decrease of the density of the infestation.

Example:

A large spotted knapweed infestation is in the West Fork drainage. By driving around the area and looking at aerial photos, you determine the weed population is approximate 600 gross acres. There are significant portions of the area that are not infested. It is estimated that approximately 240 of the 600 gross acres are actually infested with spotted knapweed. Therefore, the percent of gross acres infested would be 40%. By looking at the infestation, you determine that this 240 acre infestation has an average canopy density of 60%, or is 60 % spotted knapweed. The average density of this species would be 60%.

The value entered in Gross Acres is 600

The value entered in Percent (%) of Gross Acres Infested is 40%

The value entered in Average Density of Each Weed Species is 60%

D. APPLICATION PART B (EXHIBIT 3)

Approval to submit a proposal must be secured by signature of the County Commissioner(s) or Authorized Certifying Official(s) on Part B of the application. An application is not complete unless Part B is included.

E. LINE ITEM BUDGET FORMS (EXHIBITS 4 and 5)

Expenses are listed in two documents in the application packet: the line item budget form (either Exhibit 4 or Exhibit 5) and the annual operating plan (Exhibit 6). Together, the AOP and the line item

budget form(s) provide a description of all funding. The annual operating plan will provide a list of tools or resources necessary to accomplish the goals of each priority. The line item budget provides the budgeted amount for each tool or resource listed in the annual operating plan. Applicants may find it helpful to budget for each priority in the annual operating plan before they complete the line item budget form.

Two separate line item budget forms are provided. ISDA is requiring applicants to separate expenses for education and awareness activities from other expenses. Expenses related to education and awareness will be included in Exhibit 5 (Line Item Budget Form – Education/Awareness Activities). All other types of expenses will be included on Exhibit 4 (Line Item Budget Form – State and Federal Funding). The two line item budget forms, combined, will detail the entire budget of the CWMA or SWMP.

List estimated expenditure amounts within each category on the line item budget form. Add rows as needed to insert budget items within categories. **The following information must be provided for each category:**

Description – This should be a simple explanation of the expense (i.e. “herbicide,” “grazing contract” or “GPS units.”)

Vendor – Enter the vendor name, if known.

Priority – Enter the priority from the annual operating plan. If the planned purchase is for multiple priorities, enter all priorities.

Amount – Enter the estimated amount of the expense. List only expenses that will be paid for with grant funds. **For any expenditure of \$5,000.00 or more, three written bids must be obtained and the purchase awarded to the lowest acceptable bid.**

F. ANNUAL OPERATING PLAN (AOP) (SEE EXHIBIT 6)

The AOP is a summary of planned activities for the year. **The AOP is limited to a maximum of four (4) pages, plus one optional page if applicant is requesting funding for education and awareness activities.** Supporting documents may be submitted for additional consideration during the review and scoring process.

Together, the AOP and the line item budget form(s) provide a description of all funding. The annual operating plan will provide a list of tools or resources necessary to accomplish the goals of each priority. The line item budget provides the budgeted amount for each tool or resource listed in the annual operating plan.

An AOP is a list and description of priorities and goals to be completed within a given year. An AOP will include a brief summary of the priority(ies), relation of projects to long-term goals, project prioritization scheme, location, and expenses for each priority that are listed on a line item budget. The AOP must follow the outline below and provide the required information. Whether simple or complex, the AOP should clearly identify your annual priorities and associated work priorities. It is important to remember that your AOP is a report of your intentions to prospective grantors, administrators, and your CWMA Steering Committee.

AOP Elements (please provide information for the following questions):

1. List each priority in order of importance for allocation of funding. The following should be addressed in your description:
 - a. Provide a general summary of activities, such as whether the work involves mapping, monitoring, prevention, Early Detection/Rapid Response (species from the statewide EDRR list), rehabilitation, or chemical, mechanical or biological weed treatments.
 - i. Who is doing the work?
 - ii. Where will the work take place?

- iii. When will the work take place?
 - b. What are the benefits of doing this work? What are the consequences of not doing this work? Give specifics.
 - c. Describe how this work relates to your strategic plan, long range implementation plan, or research plan.
 - d. What are the measurable outcomes? These should include at least the following estimates (as applicable to the activities):
 - i. Total estimated acres to be treated – chemical.
 - ii. Total estimated acres to be treated – mechanical.
 - iii. Total estimated acres to be treated – grazing.
 - iv. Total estimated acres to be treated – bio-control.
 - v. Number of acres to be inventoried.
 - vi. Number of acres to be revegetated.
 - vii. Number of acres for EDRR (the response must address species on the statewide EDRR list).
 - viii. Total number of public contacts.
 - e. What is the total cost of this priority? What is the anticipated match? What tools or resources will be purchased with grant funds? Please make sure that any budget projections provided can be correlated with the line item budget(s) submitted for the project.
2. What is the total cost for all AOP priorities? This should be the same as the combined total of requests listed on Exhibit 4 (Line Item Budget Form – State and Federal Funding) and Exhibit 5 (Line Item Budget Form – Education/Awareness Activities).
 3. What is the total anticipated match for all AOP priorities? This should be the same as the combined total of match listed on Exhibit 4 (Line Item Budget Form – State and Federal Funding) and Exhibit 5 (Line Item Budget Form – Education/Awareness Activities).
 4. Education and awareness funding requests only (**this section must be limited to one page and must be a separate page from the rest of the AOP**). Please provide a summary of all education and awareness activities or projects for which funding is requested. This information is required for review purposes, so please provide adequate detail regarding expenses submitted on Exhibit 5 (Line Item Budget Form – Education/Awareness Activities).

G. STRATEGIC PLAN (CWMA APPLICANTS ONLY) (EXHIBIT 7)

A copy of the Strategic Plan must be submitted each year, even if no changes have been made to the document in the previous year. The Strategic Plan must be updated every five years.

The purpose of the Strategic Plan is to identify concerns, quantify scale and scope of problems, and establish criteria for your CWMA operations. Long-term weed management goals are identified, and the use of all available and feasible weed control techniques in an organized, coordinated, and mutually supportive manner, is defined. Major components of the plan include education, plant inventories and surveys, prioritization of weed problems, review of all available weed control techniques for each weed problem, selection and integration of effective control techniques, monitoring control effectiveness, and evaluation and modification of control techniques as necessary.

The Strategic Plan outlines the basic characteristics of a county or CWMA. It often includes a description of the area, CWMA land ownership, a summary of past and current weed control efforts in the area, maps and location information of weed infestations, and an outline, description, and general timeline for long-term goals of the area. For example, you will need to develop a general map of your CWMA; map known noxious weed infestations; determine management implications, including the

establishment of management areas or zones; establish criteria for prioritization of noxious weed management activities; and identify integrated pest management techniques and resources available to your CWMA. The plan will also include the cooperative agreement statements of all parties involved.

H. MEMORANDUM OF UNDERSTANDING (CWMA APPLICANTS ONLY)

CWMA Applicants must submit the most recent version of their Memorandum of Understanding (MOU) or Cooperative Agreement with this year's application packet. The MOU is the document specifying terms of agreement for the participating landowners of the CWMA, which is agreed to and signed by the participants. The MOU facilitates cooperation in the CWMA. The MOU should identify: who the participants are; the legal authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a Steering Committee and its responsibilities, Strategic Plan, AOP, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, and accountability, etc.

I. LONG RANGE IMPLEMENTATION PLAN (SWMP APPLICANTS ONLY)

A Long-Range Implementation Plan should describe the weed management related problem that will be addressed with the program outlined in the Cost Share application. The plan, which is updated every five years, should define the timeline when the work will be accomplished and who the project participants, supporters, and cooperators will be. It should answer why the project is needed and how it will benefit the people and/or lands of Idaho. The Long-Range Implementation Plan for Statewide Weed Management Project Applicants is similar to a Strategic Plan required for a CWMA, although the Long-Range Implementation Plan may focus on a specific or single area of need within Integrated Weed Management.

J. MAP AND WRITTEN DESCRIPTION

ISDA requires a current map showing the CWMA or SWMP boundary, along with a current description of the boundary. Note: notification must be made to ISDA before changes are made to boundaries.

K. REPORTING REQUIREMENTS FOR APPLICANTS WHO RECEIVED FUNDING IN THE PREVIOUS YEAR

All applicants who received funding in the previous year must also submit an end of year report (see Exhibit 14), Financial Ledger (Exhibit 15), Match Summary (Exhibit 16), a check for any funds that will not be spent from the current year, and an electronic copy of mapping data (mapping data is optional for SWMP applicants).

L. MAPPING DATA (REQUIRED FOR CWMA APPLICANTS/OPTIONAL FOR SWMP APPLICANTS)

CWMA applicants who received funding in the previous year must submit mapping data. Mapping data must be in digital form. Examples: Excel spreadsheet, GPS points with descriptions, or GIS files. Hard copies of this data are not required. Any questions regarding this requirement should be directed to Stephen Cox, GIS Analyst, at (208) 332-8529 or scox@agri.idaho.gov.

GUIDELINE 2: SUPPLEMENTAL APPLICATION INFORMATION

I. WHAT IS A COOPERATIVE WEED MANAGEMENT AREA (CWMA)?

A Cooperative Weed Management Area (CWMA) is a distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate, or human-use patterns. CWMA's should strive to integrate all noxious weed management resources across jurisdictional boundaries, utilize agreements to facilitate cooperation, and have a local steering committee that develops and implements a strategic plan. CWMA's may be composed of land managed by a person, city, county, state, or country, or parts of such areas.

II. WHAT TYPES OF PROJECTS QUALIFY AS STATEWIDE WEED MANAGEMENT PROJECTS?

Projects that qualify as Statewide Weed Management Projects must provide education opportunities related to weed management on a statewide scale or be specifically designed to accomplish the goals outlined in *Idaho's Strategic Plan for Managing Noxious and Invasive Weeds* with statewide emphasis.

III. WHAT IS A STEERING COMMITTEE (SC)?

The SC will organize, set priorities, make assignments, and accomplish the goals for the CWMA. This group should provide direction in your CWMA operations. The functions of the SC may be defined within the Strategic Plan or through by-laws established for your CWMA. A well functioning SC will include broad representation that reflects the landownership of the CWMA and must include at least one private landowner. Rotating membership and leadership can provide active participation opportunities for all partners. A Chairperson and Vice Chairperson should lead the SC. Responsibilities of the SC include creating and updating the Strategic Plan, preparing the AOP, and applying for grants, including the ISDA Cost Share Program. It is recommended that the SC meet a minimum of four times per year in order to effectively conduct CWMA business. The Steering Committee List, as required in Part A of the ISDA cost share application (Exhibit 3), must include the names, business phone numbers, addresses, email, and titles for the Chairperson, Vice-Chairperson, Grant Administrator, and other officers, along with the names of all other SC members.

IV. WHAT IS A CONTRIBUTOR LIST?

The Contributor List is the list of those partner entities that are providing matching or in-kind contributions to support the CWMA AOP. The contributor list will be included in Part A of the application packet.

V. WHAT IS A COOPERATIVE AGREEMENT (CA)? (Exhibit 9)

A CA is the document specifying terms of agreement for the participating landowners of the CWMA, which is agreed to and signed by the participants. The purpose of a CA is to eliminate administrative barriers, thus allowing the sharing of resources across all jurisdictional boundaries. The CA facilitates cooperation in the CWMA. The CA facilitates flexibility in CWMA operations and minimizes unnecessary controls. The agreement should identify who the participants are; the legal authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a SC and its responsibilities, Strategic Plan, AOP, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, and accountability, etc.

GUIDELINE 3: ALLOWABLE AND UNALLOWABLE EXPENSES

All expenses must be submitted in both the AOP (as a list of resources needed) and the appropriate line item budget form (either Exhibit 4 "Line Item Budget Form – State and Federal Funding" or Exhibit 5 "Line Item Budget Form – Education/Awareness Activities").

ISDA will allocate allowable expenses by fund source, in accordance with fund source guidelines, providing a disbursement agreement for each separate set of funds. Expenditures and match for each set of funds must be tracked and reported separately.

I. ALLOWABLE EXPENSES

Any expenditure must be in the approved AOP and appropriate line item budget form. For any item or contract that will cost \$5,000.00 or more, three written bids must be obtained and the purchase awarded to the lowest acceptable bid. Examples of contract work include: contract spray work, contract bio-control work, and contract weed mapping and inventory. Contract work would be with an entity independent from the CWMA or SWMP that is hired to perform the tasks specified in the approved AOP and appropriate line item budget form.

A. STATE FUNDS

1. Herbicide purchases
2. Seed purchases
3. Mechanical removal expenses
4. Hand pull expenses
5. Bio-control agent purchases
6. Tools (under \$5,000.00)
7. Equipment (under \$5,000.00)
8. Contracts for services to conduct allowable expenses activities

***Note: direct labor costs are not a state funds-allowable expense

B. U.S. FOREST SERVICE FUNDS

1. Weed prevention activities
2. Early Detection/Rapid Response eradication of new invaders
3. Chemical control
4. Biological control
5. Mechanical removal
6. Tools
7. Equipment
8. Weed mapping, monitoring and GIS data entry
9. Training and development of professional weed managers
10. Rehabilitation and restoration of noxious weed-infested areas
11. Development of demonstration areas to showcase integrated weed management

C. BUREAU OF LAND MANAGEMENT FUNDS

1. Weed mapping, monitoring and GIS data entry
2. Printing expenses
3. Training of county personnel
4. Weed inventories, **including development of inventory standards and protocols**

D. EDUCATION/AWARENESS FUNDS

1. Education activities (expenses must be submitted on Exhibit 5 "Line Item Budget Form – Education/Awareness Activities")
2. State-coordinated information and education materials
3. Prevention advertising campaigns, including encouraging the use of certified weed-free forage and straw on public lands
4. Public participation and public awareness directly related to the project
5. Training recipient staff to develop skills specific and necessary to the funded project and where the training is identified in the cost share application

II. UNALLOWABLE EXPENSES

In order for meals and refreshments to qualify as match, they must meet the requirements included in Guideline 9.

- A.** Printing or publication of regional noxious weed booklets or calendars.
- B.** Expenses such as essay contest cash awards, prizes, t-shirts, water bottles, or other such items.
- C.** Meals and refreshments.
- D.** Activities other state and federal agencies are required to perform.
- E.** Activities not identified in the AOP.
- F.** Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
- G.** Interest on bonds, interim financing and associated costs to finance projects.
- H.** Legal expenses.
- I.** Lobbying or expenses associated with lobbying.
- J.** Ordinary operating expenses of state or local government.
- K.** Personal injury compensation or damages rising out of the project, whether determined by adjudication, arbitration, negotiation or other means.
- L.** Professional dues.
- M.** Training unrelated to the project.
- N.** Scientific research unrelated to a specific activity.

- O. Other items as determined by ISDA.

III. PURCHASING GPS UNITS AND MAPPING SOFTWARE

According to *Idaho's Strategic Plan for Managing Noxious and Invasive Weeds*, ISDA will “develop and maintain a statewide weed database for all lands across Idaho.” ISDA will also “... encourage the development and maintenance of CWMA interagency weed inventory databases at the local community level (p.18).”

In order to satisfy these requirements, ISDA will consider cost share applications for purchase of any GPS units and/or mapping software. Please contact ISDA if there are any questions as to what equipment and/or software you may need.

GUIDELINE 4: CRITERIA FOR EVALUATION OF COST SHARE APPLICATIONS

The review committee for cost share applications is comprised of members from the Idaho Weed Control Association (IWCA), Idaho Weed Coordinating Committee (IWCC), Idaho Association of Weed Control Superintendents (IAWCS), United States Forest Service (USFS), and ISDA. It is the responsibility of the review committee members to determine whether or not the elements proposed in the AOP support and uphold the objectives outlined in *Idaho's Strategic Plan for Managing Noxious and Invasive Weeds*. Review committee members will review each AOP and line item budget submitted. Members will provide recommendations to ISDA for each budget item. These recommendations will be in the form of “fund,” “do not fund,” or “recommended funding percentage” for each budget item. Funding recommendations will be averaged among scoring committee members. ISDA's Director will review the recommendations and have final approval authority for all line items. A complete list of steps in the application process is included in Appendix 2.

Applicants will have the opportunity to provide a 15-minute presentation to review committee members during the review process. During this time, applicants will be allowed to clarify their proposal and answer any questions that may arise. Presentations are optional and applicants that do not participate will not be penalized.

Once review results have been compiled from the Cost Share Review Committee and a tentative amount to be allocated is determined, a financial award letter will be sent to successful applicants. Successful applicants **must** accept or decline the financial award letter by responding to ISDA. All required documents must accompany the returned acceptance of financial award letter. With the available funds, ISDA will process the financial awards.

GUIDELINE 5: HOW TO AMEND A COST SHARE BUDGET (EXHIBIT 11)

It is sometimes necessary to amend an existing cost share allocation. Generally, the request to amend is initiated by grantee, although occasionally ISDA may initiate the amendment. Changes that need to be submitted to ISDA for approval include, but are not limited to: additions or subtractions to the AOP, deviation from the priority of accomplishing the AOP, and any other changes that may impact the completion of the originally funded AOP. **Grant Amendment Requests must be submitted and approved prior to purchase or performance of the requested activity.** Amendment requests will become addenda or exhibits to the original disbursement agreement.

Amendment requests fall into two categories: requests of less than 10% of total approved budget and requests of 10% or more of total approved budget.

Amounts listed in the line item budget will be the maximum amount reimbursable through the Noxious Weed Cost Share Program. **Once an application is approved, a grant amendment request must be**

submitted and approved before budget amounts can be increased or before expenditures for resources can be added to the budget.

All budget changes will result in an amendment to the participant's disbursement agreement. This process will take several days to complete.

NOTE: *To be approved by ISDA, all changes (including purchases and contracts) must maintain the minimum 1:1 match and/or in-kind service for the funded AOP.*

A. Amendment Requests of less than 10% of total approved budget:

For amendment requests of less than 10% of total budget, which affect items already approved in the line item budget and AOP, participants must submit a **Grant Amendment Request**. (Exhibit 11). The Grant Amendment Request can be submitted in hard copy format or as an attachment to an email from the CWMA Chairperson or SWMP Lead to ISDA. The request must provide the detail of any changes affecting the AOP and appropriate line item budget form. Once submitted, ISDA will review the amendment request and send the appropriate approval or denial of the request.

B. Amendment Requests of 10% or more of total approved budget:

For amendment requests of greater than 10% of total budget, or amendment requests that add new budget line items, participants must submit a **Grant Amendment Request** (Exhibit 11) as well as a new AOP. The Grant Amendment Request and new AOP may be submitted in hard copy format or as an attachment to an email from the CWMA Chairperson or SWMP Lead to ISDA. The request must provide the detail of any changes affecting the AOP and appropriate line item budget form. Once submitted, ISDA will review the amendment request and send the appropriate approval or denial of the request.

GUIDELINE 6: RETURNING UNSPENT FUNDS AT THE END OF THE COST SHARE YEAR

Unspent funds must be returned to ISDA no later than March 31. In previous years, ISDA granted requests for carryover from one cost share year to the next; however, carryover is no longer allowed. First distribution of funds for new awards will not be released until all unspent funds from the previous year have been returned.

GUIDELINE 7: GENERAL GUIDELINES FOR GRANT ADMINISTRATION AND EXPENDITURES

I. ADMINISTRATION

- A. Effort should be made to expend grant funds according to the AOP and appropriate line item budget in a timely manner.
- B. Cost Share applications and mandatory reports should be processed well before the due dates in order to allow for any revisions needed and for the gathering of signatures.
- C. Budget modifications must be approved by ISDA prior to expenditures being made in accordance with Guideline 5. Amendment requests should be issued well before the program end date in order to confirm approval of such amendments before the final report is due.
- D. If a project will not utilize a substantial part of the grant funding for some reason, then ISDA should be informed in writing.

II. EXPENDITURES

- A. Equipment purchased with grant funds belongs to the county identified within the CWMA unless otherwise stated in the application and is to be used for the good of the CWMA projects. (Note: Even though the county may be listed as the "owner," equipment purchased with cost share funds may never be used as in-kind match on ISDA reporting on Exhibit 16, Match Summary.) Storage, maintenance, and upkeep of purchased equipment are the responsibility of the county to which the equipment has been assigned.
- B. Match for one project must not be used to match any other project. It is the grant administrator's responsibility to ensure that the minimum match documentation is being collected.
- C. All planning related to budgeting and finding in-kind match sources for a grant should be discussed with and approved by the CWMA steering committee.
- D. Expenditures must relate to the dates covered by the grant. That is, no expenditure should be incurred before or after the grant beginning and end dates.
- E. Equipment and/or tools. **Any expenditure for equipment or tools must be in the approved AOP and appropriate line item budget form. For any item that will cost \$5,000.00 or more, three written bids must be obtained and the purchase awarded to the lowest acceptable bid.**
- F. Contract work. **Any expenditure for contract work must be in the approved AOP and appropriate line item budget form. For any contract that will cost \$5,000.00 or more, three written bids must be obtained and the contract awarded to the lowest acceptable bid.** Examples of contract work include: contract spray work, contract bio-control work, and contract weed mapping and inventory. Contract work would be with an entity independent from the CWMA or SWMP that is hired to perform the tasks specified in the approved AOP and appropriate line item budget form.
- G. Maintain all records, including requisitions, receipts, vouchers, and in-kind matching funds, related to all purchases made during the grant period. Keep these records for five years after the completion of the grant in case of an audit.
- H. CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related to weed management. Such situations pose a problem for a CWMA, since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. Any decision should err on the side of avoiding the appearance of conflict of interest.

GUIDELINE 8: KEEPING ACCURATE RECORDS

Once you have received the grant, it is essential that you effectively manage it. In accepting the grant, you have agreed to accomplish the designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability information and reports.

I. HOW TO MANAGE THE RECORDS

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application, approved budget and operational budget
- B. Correspondence
- C. Time documentation records
- D. Herbicide application records
- E. Personnel timesheets and contracts
- F. Consultant contracts, invoices and reports
- G. Report forms and copies
- H. Related grant files such as client records, public notification, evaluation, before and after photos, maps, etc.

- I. Copies of all bids, requisitions and invoices
- J. Project Match Documentation, including participant names and contact information

NOTE: Grant records should be maintained for a minimum of **five years** from the grant closure date for auditing purposes or until a final agency audit has been completed. Never discard documents sooner than five years without checking with ISDA.

II. HOW TO PROVIDE PROJECT IN-KIND-MATCH DOCUMENTATION (Exhibit 12 and Exhibit 13)

All in-kind or matching contributions must be properly documented for each AOP receiving cost share dollars. It is critical that the match documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Match Summary (Exhibit 16) as supporting documentation for the Financial Ledger (Exhibit 15). All documentation must be available for review upon request of ISDA.

III. HOW TO MANAGE THE BUDGET

The **Budget Report** should be reviewed during each CWMA meeting (or at least every three months) to accurately check expenditures and track progress of expenditures. Monitor the progress of each priority; i.e., if a project is 50 percent complete, then approximately 50 percent of the priority funds should be used. If not, then the priority budget should be amended. If you need to revise your budget, refer to the Budget Amendment section (Guideline 5) for direction.

GUIDELINE 9: REPORTS

Reporting deadlines are important! Review the application at the beginning of the grant period to refresh your memory about the reporting requirements, including the timeline, type, and content of the required reports. Be sure to record the due dates for submitting quarterly and annual reports, allowing sufficient time to prepare the reports. Pay particular attention to the reports due at project closing. The quality of your reports and ability to meet the deadlines can have a direct impact on future cost share funding.

ISDA can request reports as needed during the grant period. These include financial ledgers/reports, narrative reports (detailing accomplishments), and evaluation reports. The financial manager should prepare financial ledgers/reports. Financial ledgers/reports are required at the end of each quarter. **Quarterly deadlines are as follows: 1st Quarter (March 16 – June 30), reports due July 15th; 2nd Quarter (July 1 – September 30) reports due October 15th; 3rd Quarter (October 1 – December 31) reports due December 31st; and 4th Final Quarter (January 1 – March 15) reports due March 15th.** Coordinate report preparation with your financial management office and provide them with copies of all required documents.

I. END-OF-YEAR REPORT (EXHIBIT 14)

A. What is the End-of-Year Report and when is it due? (Exhibit 14)

The purpose of the End-of-Year Report is to document and **summarize accomplishments** so that it can be provided to the public, legislators and agency leaders. End-of-Year Reports are due by December 31st of the same year the grant was received.

Note: Both a hard copy and an electronic copy of the End-of-Year Report are required. All parts of the report should be submitted together to reduce separation or misplacement of the reports.

B. What are the components of the End-of-Year Report?

1. Brief **Introduction**
 - a. Who is your CWMA or group?
 - b. What are your goals and mission? (Refer to your Strategic Plan.)
 - c. What area do you encompass?
 - d. What are the major weeds in the area and why are they a problem?
 - e. Who are your leaders/advisors/cooperators?

2. What work was accomplished this year?
 - a. Who did the work? Where did the work take place?
 - b. Total acres treated – chemical.
 - c. Total acres treated – mechanical.
 - d. Total acres treated – grazing.
 - e. Total acres treated – bio-control.
 - f. Total acres inventoried.
 - g. Total acres revegetated.
 - h. Total acres of EDRR (the response must have addressed species on the statewide EDRR list).
 - i. Total number of public contacts.
 - j. Please provide a list of chemical purchases (herbicides, surfactants and dyes) made with grant funds.

chemical/description	quantity	purpose

- k. Gross Infested Acres - Please estimate the gross acres, percent of gross acres infested, and the average density of each weed species that is found in your CWMA. Please note: this is not an estimate of the population by county; it is an estimate for the entire CWMA. This data is not a substitute or replacement of the mapping data that each CWMA must submit annually. This is an additional measurement for our records.

Gross Acres

Definition: This field is intended to show general population information. It is the area of land occupied by a weed species. The acres are defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The gross acres may contain significant parcels of land that are not occupied by the weed species. Gross acres are generally used in describing large infestations. This perimeter can be any size.

Percent (%) of Gross Acres Infested

Definition: An estimation of the actual infested acres within the defined gross acres perimeter, represented by percent (%).

Average Density of Each Weed Species (Measured by %)

Definition: This is the density of the actual weed infestation, coverclass, or canopy density. This is represented in the form of a percent (%). Tracking this allows ISDA to monitor any increase or decrease of the density of the infestation.

Example:

A large spotted knapweed infestation is in the West Fork drainage. By driving around the area and looking at aerial photos, you determine the weed population is approximate 600 gross acres. There are significant portions of the area that are not infested. It is estimated that approximately 240 of the 600 gross acres are actually infested with spotted knapweed. Therefore, the percent of gross acres infested would be 40%. By looking at the infestation, you determine that this 240 acre infestation has an average canopy density of 60%, or is 60 % spotted knapweed. The average density of this species would be 60%.

The value entered in Gross Acres is 600

The value entered in Percent (%) of Gross Acres Infested is 40%

The value entered in Average Density of Each Weed Species is 60%

Common Name	Scientific Name	Gross Acres	Percent of Gross Acres Infested	Average Density (%)
Example:				
1. Black Henbane	<i>Hyoscyamus niger</i>	10,000	40%	60%

1. Black Henbane	<i>Hyoscyamus niger</i>			
2. Bohemian Knotweed	<i>Polygonum bohemicum</i>			
3. Brazilian Elodea	<i>Egeria densa P.</i>			
4. Buffalobur	<i>Solanum rostratum</i>			
5. Canada Thistle	<i>Cirsium arvense</i>			
6. Common Crupina	<i>Crupina vulgaris</i>			
7. Dalmatian Toadflax	<i>Linaria genistifolia ssp. dalmatica</i>			
8. Diffuse Knapweed	<i>Centaurea diffusa</i>			
9. Dyer's Woad	<i>Isatis tinctoria</i>			
10. Eurasian Watermilfoil	<i>Myriophyllum spicatum</i>			
11. Field Bindweed	<i>Convolvulus arvensis</i>			
12. Giant Hogweed	<i>Heracleum mantegazzianum</i>			
13. Giant Knotweed	<i>Polygonum sachalinense</i>			
14. Hoary Alyssum	<i>Berteroa incana</i>			
15. Houndstongue	<i>Cynoglossum officinale</i>			
16. Hydrilla	<i>Hydrilla verticillata</i>			
17. Japanese Knotweed	<i>Polygonum cuspidatum</i>			

18. Johnsongrass	<i>Sorghum halepense</i>			
19. Jointed Goatgrass	<i>Aegilops cylindrica</i>			
20. Leafy Spurge	<i>Euphorbia esula</i>			
21. Matgrass	<i>Nardus stricta</i>			
22. Meadow Knapweed	<i>Centaurea pratensis</i>			
23. Mediterranean Sage	<i>Salvia aethiopis</i>			
24. Milium	<i>Milium vernale</i>			
25. Musk Thistle	<i>Carduus nutans</i>			
26. Orange Hawkweed	<i>Hieracium aurantiacum</i>			
27. Oxeye Daisy	<i>Chrysanthemum leucanthemum</i>			
28. Parrotfeather Milfoil	<i>Myriophyllum aquaticum</i>			
29. Perennial Pepperweed	<i>Lepidium latifolium</i>			
30. Perennial Sowthistle	<i>Sonchus arvensis</i>			
31. Plumeless Thistle	<i>Carduus acanthoides</i>			
32. Poison Hemlock	<i>Conium maculatum</i>			
33. Policeman's Helmet	<i>Impatiens glandulifera</i>			
34. Puncturevine	<i>Tribulus terrestris</i>			
35. Purple Loosestrife	<i>Lythrum salicaria</i>			
36. Rush Skeletonweed	<i>Chondrilla juncea</i>			
37. Russian Knapweed	<i>Acroptilon repens</i>			
38. Saltcedar	<i>Tamarix</i>			
39. Scotch Broom	<i>Cytisus scoparius</i>			
40. Scotch Thistle	<i>Onopordum acanthium</i>			
41. Silverleaf Nightshade	<i>Solanum elaeagnifolium</i>			
42. Skeletonleaf Bursage	<i>Ambrosia tomentosa</i>			
43. Small Bugloss	<i>Anchusa arvensis</i>			
44. Spotted Knapweed	<i>Centaurea maculosa</i>			
45. Squarrose Knapweed	<i>Centaurea squarrosa</i>			
46. Syrian Beancaper	<i>Zygophyllum fabago</i>			
47. Tall Hawkweed	<i>Hieracium piloselloides</i>			
48. Tansy Ragwort	<i>Senecio jacobaea</i>			
49. Toothed Spurge	<i>Euphorbia dentata</i>			
50. Vipers Bugloss	<i>Echium vulgare</i>			
51. Water Hyacinth	<i>Eichhornia crassipes</i> M.			
52. White Bryony	<i>Bryonia alba</i>			

53. Whitetop	<i>Cardaria draba</i>			
54. Yellow Devil Hawkweed	<i>Hieracium glomeratum</i>			
55. Yellow Hawkweed	<i>Hieracium caespitosum</i>			
56. Yellow Starthistle	<i>Centaurea solstitialis</i>			
57. Yellow Toadflax	<i>Linaria vulgaris</i>			

- l. Summary of the integrated “tools” used that year. Break down into categories, as appropriate for the projects conducted: prevention, education (public & professional), inventory/mapping, eradication, containment, control, rehabilitation/restoration, etc.
 - m. Highlight specific projects: highlight successes, state weed problems, and outline the solutions implemented. “This is what we planned, and this is what we accomplished.”
 - n. Insert pictures and maps as appropriate. Remember, “*A picture is worth a thousand words.*”
3. Breakdown of financial contributions to the CWMA. Use **pie graphs** to effectively illustrate the percent of contributions. Exact dollar amounts are not required in this part of the report. *Separate Cost Share funds; do not include ISDA funds in total unless specified.*
 4. What are your **plans** for next year? Summarize your plans for next year.
 5. **Appendices, Optional**
 - a. Maps: CWMA area, weed locations.
 - b. Press Releases: Newspaper clippings, media outreach.
 - c. Publications, reports, and papers: brochures, papers on the project, etc.
 - d. Weed Information Sheets.
 - e. Invitations for public involvement.
 - f. A “Thank You” letter from a county commissioner, weed board or CWMA Chairperson.

Note: *The report for a Mapping Project is the submission of the data points to ISDA in an approved electronic format. The mapping data will be incorporated into the statewide map database.*

II. FINANCIAL REPORTING

ISDA requires a Ledger (Exhibit 15) and a Match Summary (Exhibit 16) each quarter, whether or not funds have been received or spent during the quarter. A copy of the Financial Ledger is required to document the funds that have been spent. A Match Summary is required as part of each quarterly report and whenever reporting actual in-kind or matching to ISDA. **Both the Financial Ledger and the Match Summary must be signed and dated by a person authorized to sign on behalf of the CWMA or statewide project.**

Financial ledgers must be completed using the current year’s electronic Excel spreadsheet provided by ISDA (available on the ISDA website at <http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>). Use of this format should reduce the number of mathematical errors. Please check your addition and subtraction to ensure that everything is summarized correctly.

Note: For the final report, unallocated funds must be returned to ISDA.

1. FINANCIAL LEDGER (EXHIBIT 15)

The financial ledger must show deposits of ISDA funds and expenditures, similar to a standard checking account register. The Financial Ledger form is an Excel spread sheet. This report must be submitted on a quarterly basis.

- a. Enter the name of the CWMA or SWMP in the top cell and the dates covered by the report. (Unless an interim report is being submitted, these dates should coincide with the quarterly time frames for reporting; for example, from March 16 – June 30 (first quarter); July 1 – September 30 (second quarter); October 1 – December 31 (third quarter); and from January 1 – March 15 (fourth quarter).
- b. Enter the fund source: state funding, Federal funding, or education/awareness funding. Note that funding from each source must be tracked separately.
- c. Enter the check number (if applicable), date, and indicate that the transaction is a deposit or enter the vendor name. The line item description (as listed on the line item budget) and priority must also be included for all transactions other than deposits.
- d. Instead of creating a completely new ledger each quarter, continue to add on to the bottom of the previous quarter and file the new report showing current and previous transactions.
- e. Double-check your figures to ensure accuracy.
- f. **All quarterly ledgers and in-kind match summaries must be signed and dated by a person authorized to do so on behalf of the CWMA.**

2. MATCH SUMMARY (EXHIBIT 16)

ISDA requires a 1:1 match for all funds received through the Noxious Weed Cost Share Program. Match must be tracked separately for each fund source.

- a. Enter the name of the CWMA or SWMP in the top cell and the dates covered by the report. (Unless an interim report is being submitted, these dates should coincide with the quarterly time frames for reporting; for example, from March 16 – June 30 (first quarter); July 1 – September 30 (second quarter); October 1 – December 31 (third quarter); and from January 1 – March 15 (fourth quarter).
- b. Enter the fund source: state funding, Federal funding, or education/awareness funding. Note that funding from each source must be tracked separately.
- c. For each contributor agency or organization, enter the amount contributed, the appropriate contribution category (Federal, landowner/private, non-Federal government or other). The contact you list will be the person within that agency or organization who could verify the amount contributed, including a list of all personnel whose time was donated. For example, you would list \$5,000.00 contributed by State Department of Lands, which is a Non-Federal government contributor. John Smith is the name of the contact at that agency who could verify match in the event of a financial review. You would not list each employee with that agency as a separate contributor.
- d. **All quarterly ledgers and in-kind match summaries must be signed and dated by a person authorized to do so on behalf of the CWMA.**
- e. Summarize contributions by category at the bottom of the document.

3. REFRESHMENTS AND MEALS FOR OFFICIAL MEETINGS AS MATCH

To facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided to those attending CWMA or SWMP-sponsored meetings and/or training sessions under the following criteria:

- a. Refreshments
 - i. The meeting or training session has a published agenda and attendance is mandatory.
 - ii. The meeting or training session has an intended duration of three (3) hours or more;
 - iii. There are five (5) or more attendees; and
 - iv. The total cost of the refreshments, per refreshment break, will not exceed \$7.50 per attendee, which is the allowable partial day per diem amount established for breakfasts.
- b. Meals
 - i. The meeting or training session has a published agenda and attendance is mandatory;

- ii. Location or scheduling conflicts do not lend themselves to a meal recess;
- iii. The meeting's business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis;
- iv. The meeting or training session has an intended duration of six (6) hours or more;
- v. There are five (5) or more attendees; and
- vi. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement (\$7.50 for breakfast, \$10.50 for lunch, \$16.50 for dinner).

4. HOW DO I CALCULATE ADMINISTRATIVE FEES?

The term “administrative fee” replaces the term “RC&D administrative fee” in the text and glossary of the 2009 Cost Share Handbook. This term was changed to reflect the fact that the administrative fee is available to all financial recipients, regardless of the type of entity that serves as a financial recipient of cost share funds. The administrative fee must be approved in the AOP and appropriate line item budget before it can be reimbursed as an allowable expense.

Administrative fees are limited to 5% of expenditures. Exhibit 13 contains a column for Administrative Fees. There are two ways to calculate the amount of administrative fees to charge:

- a. Based on amount of distribution received.

Example:

The RC&D receives a check for \$30,000.00 for the quarter. To calculate the total amount available for the CWMA and for the RC&D:

ISDA distribution ÷ 1.05 = amount available for CWMA
ISDA distribution – amount available for CWMA = administrative fee

$$\begin{aligned} \$30,000.00 \div 1.05 &= \$28,571.43 \\ \$30,000.00 - \$28,571.43 &= \$1,428.57 \end{aligned}$$

- b. Alternatively, the administrative fee can be calculated according to the total amount spent:

CWMA expenditures for goods and services x 5% = administrative fee
CWMA expenditures + administrative fee = ISDA distribution

$$\begin{aligned} \$28,571.43 \times 5\% &= \$1,428.57 \\ \$28,571.43 + \$1,428.57 &= \$30,000.00 \end{aligned}$$

GUIDELINE 10: FISCAL AND PROJECT PERFORMANCE EVALUATIONS

I. WHAT IS THE GOAL OF EVALUATIONS?

The goal of the ISDA is to assist cost share participants in the implementation of *Idaho’s Strategic Plan for Managing Noxious and Invasive Weeds*. The Cost Share Performance and Fiscal Review process will be conducted in a positive and helpful manner so that information derived from the reviews will be useful in strengthening the programs for both ISDA and the grant recipients.

II. WHAT IS THE MISSION FOR THE EVALUATIONS?

- A. To determine if the objectives of the cost share funded projects were accomplished.
- B. To ensure that ISDA cost share funds are adequately and accurately accounted for and that these public funds are used for the purposes specified in the program.

- C. To make periodic on-site reviews with cost share grant recipients to evaluate the effectiveness of cost share funds for implementing the AOP and/or individual integrated weed management projects.
- D. To evaluate the effectiveness of applied cost share projects, measures and programs in stopping the spread of noxious weeds in Idaho.
- E. To evaluate the effectiveness of base map development and year-to-year progress.

III. WHAT TO EXPECT FROM AN ON-SITE REVIEW:

- A. ISDA personnel will travel to conduct the on-site reviews. Cost share grant recipients will be contacted in advance to set up a mutually acceptable date and time. Prior to the visit, grant recipients will be expected to:
 - 1. Notify all responsible parties for participation in the review; and
 - 2. Organize and prepare all documentation and supporting data required for the review, including match documentation.
- B. Typically, two types of reviews will be utilized by ISDA with cost share grant recipients, although they may occur at different times of the year:
 - 1. **Fiscal Review.** A fiscal review will generally be conducted by an ISDA representative. Reviews will usually be conducted in the spring following the submission of the End-of-Year Report; generally this will be during February - April. The major focus will be to track the total grant sum of ISDA funds that were allocated based on the cost share application and to verify the financial ledgers and in-kind documentation.
 - 2. **Performance Review.** A performance review will generally consist of an ISDA representative, the CWMA Chairperson, County Weed Superintendent(s) and others who wish to be involved. Performance reviews are generally conducted in the summer or fall following the associated fiscal review. Performance reviews are done to determine if projects are accomplished. If a CWMA was not reviewed in the previous year and funding was received in the previous year, both years' projects may be reviewed.

NOTE: Following the reviews, an ISDA review team member will prepare a written report of the findings and provide it to the county or CWMA leaders. Any deficiencies will be noted and, if necessary, remedial actions prescribed. ISDA will also note "successes" of the reviewed program, as well as identifying individuals who deserve recognition for outstanding or extraordinary work.

IV. WHAT IS THE FOCUS OF THE EVALUATIONS?

- A. **PERFORMANCE REVIEWS**
 - 1. Description and details of the outcome of AOP priority work.
 - 2. Estimate of the project success, including acres treated by weed species, number of acres inventoried, number of educational contacts, number of contributors, number of participants, etc.
 - 3. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.
 - 4. Confirm purchase and location of capital equipment purchased with cost share funds.

Additional potential emphases or questions that may be asked regarding the mapping projects:

- 1. A request for a demonstration of mapping procedures, data integration, map development if available, and other mapping related protocols and procedures.
- 2. Description and details of the outcome of AOP priority work; for example:
 - Number of individuals mapping
 - Tools used
 - General rating of achievement of yearly mapping goals

3. Confirmation that procedures/protocols will interface with the state database and expected time of data delivery to ISDA.

B. NOXIOUS WEEDS FINANCIAL REVIEWS

1. Reviewer will need the following:
 - a. Organization name, phone, contact person, and driving directions
 - b. Copies of the financial ledgers and their supporting documentation
2. Organization should have the following ready for examination:
 - a. Financial ledgers and their detail
 - b. The approved and paid invoices for projects
 - c. Documentation for in-kind (see Exhibit 12 and Exhibit 13), including a ledger totaling amounts of in-kind submitted as match.
3. Review will consist of the following:
 - a. Review invoices for approval from someone other than the check writer
 - b. Re-create detail from invoices provided. Verify that amounts paid were correctly reported on the financial ledger. If there is a discrepancy between what was reported and the invoice, make a note of the reason why.
 - c. Re-create match from documentation provided. Verify that amounts documented were correctly reported on the financial ledger. If there is a discrepancy between what was reported and the documentation, make a note of the reason why.

Additional potential questions that may be asked regarding the cost share funds:

1. Do you have a procedure for approval and payment of bills?
 - Process should be documented and included with the review notes.
 - Reviewer will check for consistency with the procedure and note any irregularities or lack of procedure.
2. Do you account for revenue and expenses?
 - Do ledgers show date, check number, vendor name, description, and amount paid?
 - Do the beginning and ending balances reconcile with those provided to ISDA?
 - Any invoice over \$5,000.00 should be copied and included with the review notes.
 - Payments made to compensate individuals should be copied and included with the review notes.
 - Missing invoices should be noted in the review notes.
 - Were any administrative fees charged to ISDA funds? If so, was the amount calculated correctly?
3. Do you have documentation for the use of cooperator matching funds in completing cost shared projects and programs?
 - Were federal monies improperly used as match?
 - Who were volunteered vehicles used by? Dates? Vehicle make/model/license? Is the mileage use recorded? (See Exhibit 13)
 - Are amounts based on those shown on the ISDA standardization schedule? If not, other documentation needs to be provided to validate the costs submitted. (See Exhibit 8.)
 - Are amounts prepared and validated by the contributing person/organization?
 - Are sign-in sheets being used for volunteer events to document in-kind contributions of labor? (See Exhibit 12)

V. HOW ARE EVALUATION RESULTS REPORTED AND HOW ARE THEY USED?

When an evaluation has been conducted, a letter summarizing the results or other documentation will be provided to the CWMA Chairman, Grant Administrator, Project Lead, or other authorized representative. In cases where deficiencies are noted, ISDA will recommend corrective actions. Evaluation results are used to determine the nature and extent of needed follow-up action. The evaluation results will be considered when reviewing subsequent cost share requests. If the CWMA is found to have: 1) Gross misuse or misrepresentation of funds by a recipient; 2) failure to implement the recommended corrective

actions; and/or, 3) Non-compliance with the policy guidelines for the ISDA Cost Share Program, this may result in ineligibility to participate in the ISDA Cost Share Program, repayment of funds, and/or legal action.

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# APPENDICES

## APPENDIX 1. Tips for Writing ISDA Cost Share Requests

### ***Start early***

Develop a timetable for developing and submitting the request. See the example timetable (Appendix 2).

### ***Follow the instructions***

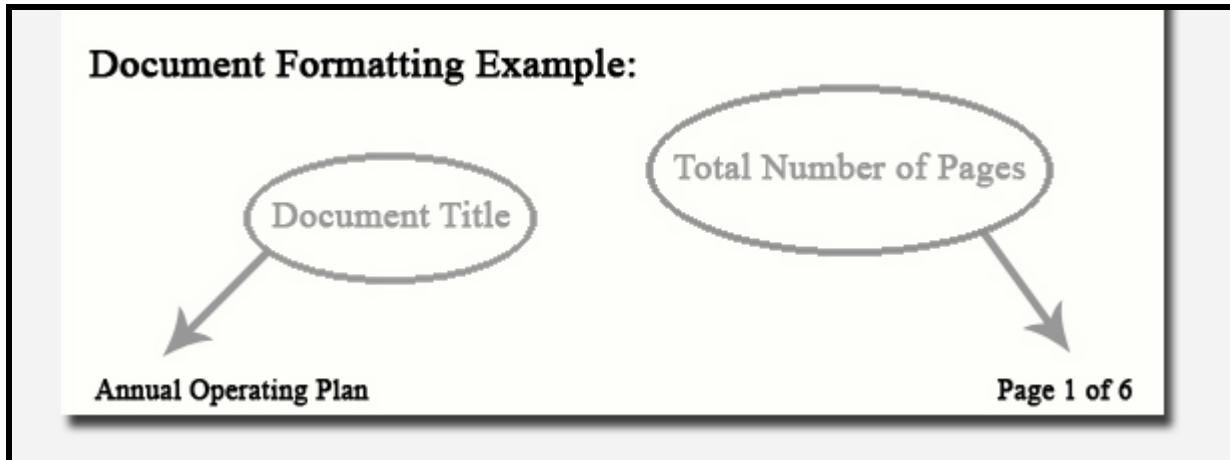
Read the application carefully and follow all the instructions! Applicants not following the basic instructions risk having their applications rejected from the pool of eligible requests.

### ***Organize for clarity***

Follow the application format included. Provide all information asked for in the instructions in the order requested. Don't make reviewers hunt for information, even if this means repeating information or referencing the reader to a previous section. Applications should include introductions to orient the reviewer. Include an Annual Operating Plan, clearly written project descriptions, and strong topic sentences. Provide ledgers and/or tally sheets to summarize how information was obtained or cross-reference to supporting documentation. Boxes or stacks of documents will not suffice, especially in the event of a fiscal review.

### ***Include footers on each page***

All application documents must contain a footer on each page indicating document title, page number, and total number of pages for the document.



### ***Make it easy to read***

Make sure you do not have any typographical errors in your proposal.

### ***Communicate clearly***

Include what you plan to do and why; how it will be done and why it is the best approach; who will be involved and why they are qualified; what is needed to accomplish the tasks; what the timetable will be; and how to measure whether the goals have been met. Use plain English to define your terms and avoid jargon.

### ***Get feedback from others***

Check the clarity of your writing by having friends or family who are not familiar with your topic read the proposal. It should be understandable and clear to your reviewers.

### ***Pay attention to the budget***

Account for all relevant items in the budget. Do not introduce elements in the budget that have not been

discussed in the proposal narrative. Carefully review the In-Kind/Matching to be sure you know what costs are allowable. Make sure your budget numbers are accurately calculated.

***Meet the deadline***

Make sure your application is not late! Plan ahead and allow sufficient time for review at all stages. If an application is late, it may not be considered. Read the deadline information carefully. All Cost Share Application Packages must be received by ISDA on or before the deadline of December 31.

***Recommendations for monitoring sub-recipients***

A sub-recipient is a third-party organization performing a portion of a project or program. Examples of sub-recipients include Counties, RC&Ds, USFS, BLM, TNC, Grant Administrators, CWMA Administrators, etc. The terms of the relationship are documented in a subcontract. These guidelines are intended to assist responsible Grant Administrators and/or CWMA Steering Committees in ensuring that the sub-recipient is conducting its portion of the project in compliance with ISDA award guidelines and conditions and that the sub-recipient's portion of the costs of the project are reasonable and allowable.

**A. Roles and Responsibilities:**

1. CWMA Steering Committee Boards have primary responsibility for the monitoring of sub-recipients to ensure compliance with ISDA guidelines and conditions.
2. Grant Administrators have responsibility for assisting Steering Committee in discharging their monitoring responsibilities, for reviewing invoices from sub-recipients and questioning expenditures if necessary, and for maintaining documentation of monitoring efforts as outlined by ISDA.
3. Sub-recipient responsibilities are stipulated in the content of the sub-contract.

**B. Methods Available to the Grant Administrator Monitoring of Sub-Recipient for Sub-Contract Compliance:**

1. The routine receipt and review of Technical Performance Reports
2. The routine **Review of Expenses-to-Budget**
3. The periodic performance of **On-site Visits**, as necessary
4. The option to perform "**Fiscal Reviews**," as necessary
5. It is also important to note that there may be additional project-specific requirements that mandate collection and documentation of other kinds of assurances during the course of a project.

**C. Sub-recipient Monitoring/Oversight Guidelines:**

1. The responsible Grant Administrator and/or CWMA Steering Committee Board should determine the frequency and intensity of monitoring procedures jointly with the sub-recipient. Details should be included in the sub-contract.
2. Examples of Administration Actions for Sub-recipient Monitoring/Oversight by CWMA or other organizations receiving Cost Share Funds:
  - a. **Collection of Technical Performance Reports** - Project Performance Reports for each project should be reviewed and evaluated on a timely basis by the CWMA Steering Committee and/or responsible party; unusual or unforeseen items should be investigated and documented.
  - b. **Review of Invoices and Expenses-to-Budget** - Sub-recipient's invoices showing both current period and cumulative expenses-to-budget are generally required. Grant Administrators should compare sub-recipient invoices to established sub-award budgets. Evidence of the regular review of invoices by both the CWMA Steering Committee and the Grant Administrator should be in place and retained on file. "Evidence" can be in the form of CWMA Steering Committee Board member initials or authorizing signature on invoices, e-mail communications, notes of meetings with the Grant Administrator, etc.
  - c. **Clarification of Invoiced Charges** - Grant Administrators should request explanations for any "unusual," "miscellaneous," "other," or apparently excessive charges invoiced by the sub-recipient. If the explanations received are not sufficient to render a prudent judgment on the allowability of the cost, Grant Administrators may request detailed justifications from sub-recipients. Examples of detailed justifications that may be requested from sub-recipients are:

- 1) Personnel time records/data
  - 2) Copies of paid invoices showing the cost of items purchased and in-kind and match documentation (with proper signatures)
  - 3) Descriptions of services rendered by consultants including hourly rates and time reports
  - 4) Detail of travel charges incurred stating the purpose, airfare, meals, ground transportation, etc.
  - 5) Costs determined to be unallowable or unreasonable should be disallowed. In circumstances where questionable costs remain unresolved, it may become necessary to conduct a more definitive audit. In these cases, Grant Administrators may contact ISDA for coordination of subsequent actions.
- d. On-site Visits** - On-site visits are a discretionary monitoring procedure. On-site visits conducted by the CWMA Steering Committee members to evaluate both compliance with the objectives of the project and the appropriateness of the sub-recipient's administrative systems, processes, and charges should be documented via correspondence, meeting notes, project reports, herbicide application records, etc., and retained on file.

## APPENDIX 2. Steps in the Cost Share Application Process

Below are the steps in the ISDA Noxious Weed Cost Share application approval process; these include an estimated timeline for completion of the approval process.

| Steps                                               | Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Timeline                                             |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Step 1. Cost Share Applicant</b>                 | Submit a complete packet on time to ISDA. <b>Must be received by ISDA no later than December 31<sup>st</sup>.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | December 31 <sup>st</sup>                            |
| <b>Step 2. ISDA</b>                                 | ISDA conducts a preliminary review to determine that all application exhibits are included. The application is logged into a database and notification is sent to applicant via email of any missing application documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | December 31 <sup>st</sup>                            |
| <b>Step 3. ISDA</b>                                 | Cost Share Program personnel verify the match requirements and conduct other reviews to determine completeness of all exhibits, based on the criteria for application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Within 5 business days of December 31 <sup>st</sup>  |
| <b>Step 4. ISDA</b>                                 | Summary information related to the application is entered into the ISDA Noxious Weeds Cost Share database.<br>If application is complete and meets necessary requirements, it will be sent to the Cost Share Review Committee and applicant will be notified. <b>If any application is found to be incomplete, it will not be considered for funding until complete. A one-percent (1%) reduction in approved total funding will apply for each business day the application or any part of the application is delinquent. Additionally, a delay longer than five business days will result in the application being reviewed by a designee assigned by the Director, rather than by the review committee.</b> | Within 10 business days of December 31 <sup>st</sup> |
| <b>Step 5. ISDA and Cost Share Review Committee</b> | Meetings are held to allow applicants a 15-minute presentation before the Cost Share Review Committee members. During this time, applicants will be allowed to clarify their proposal and answer any questions that may arise. Presentations are optional and applicants that do not participate will not be penalized.                                                                                                                                                                                                                                                                                                                                                                                        | Approximately 3 <sup>rd</sup> week of January        |
| <b>Step 6. Cost Share Review Committee</b>          | Reviews and evaluates all applications.<br>Submits evaluations and recommendations to ISDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | February 10                                          |
| <b>Step 7. ISDA</b>                                 | Compiles all recommendations from Cost Share Review Committee.<br>Determines funding level for each applicant based on the Review Committee's recommendations.<br>Notifies successful applicants with an estimate of the financial award approved for them.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | March 1                                              |
| <b>Step 8. Cost Share Applicant</b>                 | Accepts or declines the financial award offer by responding to ISDA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      |
| <b>Step 9. ISDA</b>                                 | Processes financial awards to successful applicants as funding is made available to ISDA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing from April 1 <sup>st</sup> until completed   |

## Appendix 3. Glossary

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Fee</b>                   | Costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Such costs include maintaining the physical plant, library resources, and general administration. These costs are generally calculated as a percentage of the total direct costs of the project. Some portion of these costs may be eligible for reimbursement.                                                                    |
| <b>Agency</b>                               | (a) In the case of the federal government, any authority which exercises administrative control over defined areas of federal lands within the state of Idaho;<br>(b) In the case of the state of Idaho, any department, board, commission, or institution;<br>(c) In the case of local government, cities, counties and any legal subdivisions thereof, drainage districts, irrigation districts, canal companies, highway districts, or any special taxing district. |
| <b>Applicant</b>                            | A project sponsor – must be a CWMA, city, county, state agency, conservation district, tribe, or special purpose district.                                                                                                                                                                                                                                                                                                                                             |
| <b>Aquatic Plant</b>                        | Any plant growing in, or closely associated with, the aquatic environment and includes floating, immersed, submersed, and ditch bank species.                                                                                                                                                                                                                                                                                                                          |
| <b>Average Density of Each Weed Species</b> | This is the density of the actual weed infestation, coverclass, or canopy density. This is represented in the form of a percent (%). Tracking this allows ISDA to monitor any increase or decrease of the density of the infestation.                                                                                                                                                                                                                                  |
| <b>Award Letter</b>                         | The written notification sent by the funding agency notifying the district that a project has been funded, the length of the funding period, and the amount of the funding.                                                                                                                                                                                                                                                                                            |
| <b>Best Management Practices</b>            | Use of effective control tactics that minimize negative impacts to the resources and organisms residing in or near the area where control tactics are employed.                                                                                                                                                                                                                                                                                                        |
| <b>Budget</b>                               | The financial plan for operation of the project that includes an estimate of the income and expenditures associated with operating the project for an identified period of time, often a year.                                                                                                                                                                                                                                                                         |
| <b>Chemical Control</b>                     | The use of any herbicide or other plant protection product for control of an invasive plant species.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Competitive Grant</b>                    | Funds that are received through submission of a proposal in response to a Request for Application (RFA). Competitive grants include those that are received directly from the primary funding source, as well as those that are received from a secondary source from flow through dollars (i.e., federal dollars that are allocated to the state and, in turn, distributed by the state to grant recipients through a competitive grant process).                     |
| <b>Conflict of Interest</b>                 | CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related to weed management. Such situations pose a problem for a CWMA, since priorities may be distorted by the opportunity for economic gain on the part of the                                            |

individual member, the business in which he or she works, or even the CWMA itself. Any decision should err on the side of avoiding the appearance of conflict of interest.

|                                                |                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consultant</b>                              | An individual who is external to the organization, who has expertise in a given area, and who is hired by the organization to provide assistance in solving a problem that is in his/her area of expertise.                                                                                             |
| <b>Containment</b>                             | To confine a weed to an identified area of infestation; halting the spread of a weed infestation beyond specified boundaries.                                                                                                                                                                           |
| <b>Contract for Services</b>                   | Funds that are received through a contractual agreement to provide specified services, such as training courses or an educational program. Typically, a simple proposal is prepared that includes a cost justification for the services provided.                                                       |
| <b>Control</b>                                 | Any or all of the following: prevention, rehabilitation, eradication, or modified treatments specified in a cooperative weed management area.                                                                                                                                                           |
| <b>Cooperative Weed Management Area (CWMA)</b> | A distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate, or human-use patterns. CWMA's may be composed of a portion of a county, a county, portions of several counties, or portions of one (1) or more states. (See Section 22-2402, Idaho Code). |
| <b>Cost Share Year</b>                         | The eligible dates of the cost share year begin March 16 of the year in which funding starts and ends March 15 of the next year.                                                                                                                                                                        |
| <b>Cultural Control</b>                        | Modifications to management or production of an area that support invasive plant species. Examples include: timing of grazing, plant competition, manipulating fire return frequency, timing of mowing, and changes to watering pattern.                                                                |
| <b>Deadlines</b>                               | Due dates for submission of proposals and grant reporting requirements. When submitting proposals it is important to note whether the deadline is the due date for receipt at the agency or for postmark of the proposal.                                                                               |
| <b>Director</b>                                | The Director of the Idaho State Department of Agriculture or an authorized designee.                                                                                                                                                                                                                    |
| <b>Early Detection/Rapid Response (EDRR)</b>   | Finding invasive plant species listed as EDRR on the Idaho State Noxious Weed List during the initial stages of colonization and then responding within the same season to initiate eradication of the invasive plant species.                                                                          |
| <b>Early Infestation</b>                       | The introduction of a new invasive, non-native plant.                                                                                                                                                                                                                                                   |
| <b>Effective Date</b>                          | The date on which a cost share agreement becomes effective, which is the date it is signed by the ISDA Noxious Weeds Program Manager, unless otherwise stated in the agreement.                                                                                                                         |
| <b>Emergency Project</b>                       | A project to eradicate or contain a new invasion of a non-native, invasive plant. Grants for early infestation projects are available year-round and provide immediate financial assistance to local or state governments.                                                                              |
| <b>Eradicate</b>                               | To eliminate a weed within an area of infestation.                                                                                                                                                                                                                                                      |

|                                            |                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal Identification Number (FIN)</b> | The identifying number assigned to an organization by the federal government.                                                                                                                                                                                                                                                                                                 |
| <b>Fiscal Year (FY)</b>                    | The 12-month period for financial operations for an organization or government. The fiscal year of the State of Idaho is July 1 – June 30, while that of the Federal government runs from October 1 – September 30.                                                                                                                                                           |
| <b>Funding List</b>                        | The list of projects approved by the Director that can receive funding from ISDA during the time period in which the offer list is effective.                                                                                                                                                                                                                                 |
| <b>GIS</b>                                 | Geographic Information System.                                                                                                                                                                                                                                                                                                                                                |
| <b>GPS</b>                                 | Global Positioning System.                                                                                                                                                                                                                                                                                                                                                    |
| <b>Grant Administrator</b>                 | The person responsible for administering the grant. Responsibilities include making sure that the CWMA Cost Share funds are: 1) adequately and accurately accounted for; 2) requiring and maintaining proper matching documentation for all projects; and, 3) that the funds are used for the purposes specified in the Cost Share Application.                               |
| <b>Grant Agreement</b>                     | A contractual arrangement between a public body and ISDA that includes an approved scope of work, total project cost, set grant percentage, allowable expenses, budget, and a schedule for project completion (in addition to other requirements).                                                                                                                            |
| <b>Grantee</b>                             | The organization who is the recipient and administrator of a grant.                                                                                                                                                                                                                                                                                                           |
| <b>Grantor</b>                             | The agency that awards the funds to carry out a project.                                                                                                                                                                                                                                                                                                                      |
| <b>Gross Acres</b>                         | The area of land occupied by a weed species. The acres are defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The gross acres may contain significant parcels of land that are not occupied by the weed species. Gross acres are generally used in describing large infestations. This perimeter can be any size. |
| <b>Herbicides</b>                          | A chemical that is used to control a plant; one of many pesticides.                                                                                                                                                                                                                                                                                                           |
| <b>In-Kind Contributions</b>               | The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project.                                               |
| <b>Integrated Weed Management</b>          | The use of all available strategies to manage weed populations in a manner that is economically and environmentally sound. Such strategies may include cultural, mechanical, chemical, and biological methods.                                                                                                                                                                |
| <b>Integrated Weed Management Plan</b>     | A vegetation management plan that considers all weed management options and selects one or a combination of options for implementation.                                                                                                                                                                                                                                       |
| <b>Invasive Non-native</b>                 | The weeds that are on the Idaho State Noxious Weed List, county lists, Federal list, and surrounding states or countries.                                                                                                                                                                                                                                                     |
| <b>Invasive Plant Species</b>              | A plant that has or is likely to spread into native flora or managed plant systems, develops a self-sustaining population, and becomes dominant or disruptive to those systems.                                                                                                                                                                                               |

|                                     |                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inventory</b>                    | Actual acres mapped.                                                                                                                                                                                                                                                                                                     |
| <b>ISDA Cost Share Program</b>      | A funding program developed to establish weed control to help create and/or maintain structured weed control programs in all geographic areas in Idaho and administered by the ISDA.                                                                                                                                     |
| <b>Land</b>                         | All soil or water or other growing medium.                                                                                                                                                                                                                                                                               |
| <b>Landowner</b>                    | (a) The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel;<br>(b) A person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.                   |
| <b>Local Share or Match</b>         | The portion of the project costs not covered by an ISDA Cost Share grant, including actual cash outlays by the public body and others and non-cash (in-kind) contributions.                                                                                                                                              |
| <b>Mapping</b>                      | Information submitted to ISDA reflecting actual areas infested, as well as actual areas showing no infestation. Information may be presented by points or polygons if less than one acre.                                                                                                                                |
| <b>Matching Funds</b>               | Cash or "in-kind" support contributed to carry out the project. The recommended minimum match for ISDA Cost Share Requests is 1:1 (one dollar matched for every dollar received from ISDA).                                                                                                                              |
| <b>Mechanical Control</b>           | The use of mechanical implements or tools in the removal of invasive plants. Methods may include digging, disking, or mowing.                                                                                                                                                                                            |
| <b>Monitoring</b>                   | Follow-up inspection later in the same year or following treatment or release of bio-control agents.                                                                                                                                                                                                                     |
| <b>Native Species</b>               | A species that occurs at a place within its historically known natural range and that forms part of the natural biodiversity of a place.                                                                                                                                                                                 |
| <b>Non-Competitive Grant</b>        | Federal or state dollars allocated on the basis of a formula. Receipt of the funds may or may not require submission of a proposal. These grants are often referred to as formula-driven grant funds.                                                                                                                    |
| <b>Non-indigenous Aquatic Plant</b> | Any aquatic plant that is non-native to the state of Idaho and has certain characteristics, such as massive productivity, choking density, or an obstructive nature, which renders it detrimental, obnoxious, or unwanted in a particular location.                                                                      |
| <b>Non-native</b>                   | Any plant species not indigenous to the state of Idaho.                                                                                                                                                                                                                                                                  |
| <b>Noxious Weed</b>                 | (a) Any plant having the potential to cause injury to public health, crops, livestock, land, or other property; and which is designated as noxious by the director of Idaho State Department of Agriculture (Section 22-2402, Idaho Code).<br>(b) Any weed listed on the Idaho State Noxious Weed List (IDAPA 02.06.22). |
| <b>Pass-Through Funds</b>           | Federal funds that are received by a state or local agency for a specific purpose that then conducts its own grant process to award the funds to other individuals, organizations, or agencies.                                                                                                                          |

|                                           |                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Percent of Gross Acres Infested</b>    | An estimation of the actual infested acres within the defined gross acres perimeter, represented by percent.                                                                                                                                                                                                                                                        |
| <b>Person</b>                             | Any individual, partnership, firm, agency, corporation, company, society or association.                                                                                                                                                                                                                                                                            |
| <b>Pioneer Colony</b>                     | One or more plants or group of plants of an invasive, non-native plant species that invade a previously uninfested area.                                                                                                                                                                                                                                            |
| <b>Prevent</b>                            | To deter the spread of invasive, non-native weeds.                                                                                                                                                                                                                                                                                                                  |
| <b>Prevention</b>                         | Any action that reduces the potential for the introduction or establishment of a plant species in areas not currently infested with that species. (See Section 22-2402, Idaho Code).                                                                                                                                                                                |
| <b>Prior Authorization to Incur Costs</b> | A written agreement between ISDA and the grant recipient authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.                                                                                                                                                                                       |
| <b>Prior Authorization Date</b>           | The date specified in a letter from ISDA authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.                                                                                                                                                                                                       |
| <b>Program Manager</b>                    | The individual at the ISDA who is responsible for overall communication and administration of the program and for monitoring the project, negotiating the grant agreement with the recipient, providing technical assistance, and ensuring that the project is carried out within the framework of the program.                                                     |
| <b>Project</b>                            | A plant management activity for which a Cost Share grant is awarded by ISDA.                                                                                                                                                                                                                                                                                        |
| <b>Project Completion Date</b>            | The last date that costs can be incurred and be considered grant eligible. All items identified in the scope of work must be completed by this date. Costs incurred after the completion date will not be considered eligible.                                                                                                                                      |
| <b>Proposal</b>                           | An application submitted to a funding agency requesting funding for a specified period of time to carry out a specified project.                                                                                                                                                                                                                                    |
| <b>Public Body</b>                        | The State of Idaho or any CWMA, state agency, county, city, town, conservation district, special purpose district, or tribe.                                                                                                                                                                                                                                        |
| <b>Quarantine</b>                         | The regulation of the production, movement, or existence of plants, plant products, animals, animal products, or any other article or material, or the normal activity of persons, to prevent or limit introduction or spread of noxious weeds. (See Section 22-2402, Idaho Code).                                                                                  |
| <b>Rehabilitation</b>                     | The process of reconditioning formerly weed-infested land to a productive or desirable condition.                                                                                                                                                                                                                                                                   |
| <b>Request for Application (RFA)</b>      | An announcement by ISDA that applications will be accepted to accomplish specific goals as outlined in <i>Idaho's Strategic Plan for Managing Noxious and Invasive Weeds</i> . As a general rule, the amount of time from the release or "letting" of the RFA until the due date for submitting requests for funding is six weeks, but the amount of time can vary. |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Restoration</b>                              | Any action taken to prevent land deterioration or to return the land system to an unimpaired state or condition. The return of an ecosystem to a close approximation of its condition prior to disturbance.                                                                                                                                                                          |
| <b>Riparian</b>                                 | The green, vegetated areas along the edge of water bodies like rivers, creeks, canals, lakes, springs, sloughs, potholes, and wetlands. They are the transition zone between upland and aquatic ecosystems. The increased moisture of these areas produces unique plant communities that differ from surrounding land. Underlying saturated soil is a key feature in riparian areas. |
| <b>Scope of Work</b>                            | A detailed description of the project, including measurable objectives useful for determining successful completion. The scope of work is negotiated between ISDA and the grant recipient.                                                                                                                                                                                           |
| <b>State Priority List</b>                      | List of projects prioritized for receiving financial assistance from the ISDA Noxious Weed Cost Share Program.                                                                                                                                                                                                                                                                       |
| <b>Statewide Weed Management Project (SWMP)</b> | Types of projects that qualify as Statewide Weed Management Projects must provide education opportunities related to weed management on a statewide scale or be specifically designed to accomplish the goals outlined in <i>Idaho's Strategic Plan for Managing Noxious and Invasive Weeds</i> with statewide emphasis.                                                             |
| <b>Strategic Prevention Plan</b>                | A plan that directs management actions to protect specific areas from the introduction of invasive plants reducing the risk of new weed infestations.                                                                                                                                                                                                                                |
| <b>Strategic Prevention Zones</b>               | Geographic areas that are relatively weed free.                                                                                                                                                                                                                                                                                                                                      |
| <b>Sub-contract</b>                             | Funds received from a primary grant recipient to support the costs associated with carrying out a portion of the project. Typically, it is not necessary to submit a proposal to receive a sub-contract, although submission of a budget is often necessary.                                                                                                                         |
| <b>Total Eligible Project Cost</b>              | The sum of all costs associated with a noxious weed management project that has been determined to be eligible for ISDA cost share grant funding.                                                                                                                                                                                                                                    |
| <b>Total Project Cost</b>                       | The sum of all costs associated with a noxious weed management project, including costs that are not eligible for ISDA cost share grant funding.                                                                                                                                                                                                                                     |
| <b>Treatment</b>                                | Application of control technology to target control plan.                                                                                                                                                                                                                                                                                                                            |
| <b>Treatment Acres</b>                          | Acres actually treated:<br>(a) Acres reported on pesticide use report;<br>(b) Bio-control (one release = five acres treated);<br>(c) Grazing = actual acres grazed.                                                                                                                                                                                                                  |
| <b>Treatment Area</b>                           | Estimation of entire area covered in which treatment acres were contained.                                                                                                                                                                                                                                                                                                           |
| <b>Unsolicited Proposals</b>                    | ISDA may allow institutions to submit proposals for projects that are not part of the agency's identified programs or funding priorities.                                                                                                                                                                                                                                            |

**Waters**

All the accumulations of water, surface and underground, natural and artificial, public and private, or parts thereof which are wholly or partially within, which flow through, or border upon the state.

**Weed**

Any plant that adversely affects animal populations, reduces habitat for desirable plant and wildlife species, or decreases public recreational opportunities, or causes economic hardship to the people of Idaho.